

PPS 56-1947

PPS  
5-148

2 MAY 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Printing of U. S. Civil Service Commission Manual  
on Supervision

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. Some time ago, Mr. Ross Pollock of the Bureau of Programs and Standards of the U. S. Civil Service Commission came to the Office of Personnel with a draft of a manual on supervision prepared by his office. The Commission is extremely anxious to have this manual printed but lacks the funds required for the initial cost of setting the type. We were asked if the Agency might be in a position to defray the initial cost and at the same time procure the number of copies we would like for our supervisors. A copy of the manual is attached.

3. We have reviewed this aid to personnel management, which is part of the Commission's Career Development Program, and believe that it will furnish good background information and some assistance to supervisors at all levels. We would have a legitimate reason for placing an order with the Government Printing Office to print the manual in the format usually followed by the Civil Service Commission for manuals in its Personnel Management series. We would order the number of copies we could use, estimated to be approximately 4,000, and the Civil Service Commission would give notice to all other departments and agencies that a printing order had been given (not identifying CIA) and invite those departments and agencies to ride the printing requisition for whatever copies they each desired. Each, of course, would pay to the Superintendent of Documents the cost of the manuals ordered.

4. On the basis of estimates from the Office of Logistics the cost of setting the type for this pamphlet would be approximately \$3,000, including the cost of our 4,000 copies. Although our FY 1956 budget will not support this cost, we could cover it in our FY 1957 authorization.

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5. It is recommended that we be authorized to request the printing of the manual. Not only will we be able to furnish our supervisory personnel with a useful management tool, but the Commission will be extremely grateful for our ability to help them in this matter.



Harrison G. Reynolds  
Director of Personnel

STATINTL

Attachment

Recommendation in paragraph 5 ~~approved~~ *disapproved*

STATINTL



*fr* L. K. WHITE  
Deputy Director  
(Support)

29 June 56  
Date